



DC Department of Employment Services

Office of Wage Hour

Public Education Program Round 3

Request For Applications (RFA)

RFA No.: DOES-PEP3-2020

RFA Release Date: January 15, 2020

Pre-Application Meeting

Location: 4058 Minnesota Avenue, NE, Washington, DC 20019

Date & Time: January 30, 2020 at 11:00am

(Please email OGAGRANTS@dc.gov if you will be attending the pre-application meeting.)

Application Submission Deadline:

February 14, 2020 by 5:00 pm

Applications shall be submitted via the grants management system [here](#)

PAPER, LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

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Section A: Funding Opportunity Description

Background

This grant opportunity is intended to increase outreach efforts and raise awareness of the District's wage laws and inform residents and employees of proper procedures to file a claim, when their rights are violated. By utilizing the non-profit community, Department of Employment Services (DOES), Office of Wage-Hour (OWH) will be able to tap into an already existing network that engages with residents and employees daily. DOES, OWH currently has \$110,000 in funding available. This grant opportunity will provide non-profits with the necessary tools needed to facilitate public education forums for, employees and residents, provide referrals for employees interested in filing a claim, and build a more open relationship with residents, employees and.

To expand DOES OWH outreach efforts to some of the District's most vulnerable communities, this program will also include collaboration with other District agencies including the Mayor's Office of Asian/Pacific Islander Affairs (MOAPIA) and the Mayor's Office of Latino Affairs (MOLA).

Scope

The DOES, Office of Wage-Hour OWH is developing a community-based public education program, involving the non-profit community. One community-based organizations will be selected annually and will be assigned 4 wards in the District for which they will be trained and required to perform outreach to District employees, and residents to raise awareness for DOES OWH and to inform the community of wage laws, employee commuter benefits, and First Source requirements. DOES OWH will require grantees to participate in trainings and submit monthly reports detailing the number of employees and residents contacted.

Office of Wage Hour – Public Education Program Grant 3

The objective of the program is to increase the public awareness regarding employee rights and employer responsibilities regarding wage laws and benefits. The organizations selected must have a proven track record for implementing effective outreach strategies to the public in the District of Columbia, convening stakeholders, holding public meetings, and working in partnerships in a collaborative manner. The two selected grantees will be required to report data detailing the number of referrals received, contacts made with employees, residents, and planned events. Organizations selected will be responsible for performing their work in their assigned wards and each nonprofit will be responsible for four wards – which will be assigned by DOES. Additionally, grantees will be responsible for facilitating joint evening events with DOES OWH, where intakes will also be performed. Organizations will also be required to submit a work plan and schedule of proposed events.

Grantees shall incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials funded by DOES.

Each program must include and detail the following outreach elements for a) employees, and b) the broader public:

1. Diverse and underserved communities
2. Outreach and public education strategies
3. Media and promotion
4. Employee education and outreach
 - a. Small Businesses
5. Approach and strategies to share information and referrals with DOES

6. Language capacity [English, Spanish, and other languages as needed]
7. Grant management and reporting
 - a. Organization and staff qualifications
8. Collaborative strategies for working with the District

Also in your program description please include planned staff, schedule, format, and intended audience.

Rights and Responsibilities

The grantee shall not assign or otherwise transfer any rights, duties, obligations or interest in the agreement or arising hereunder to any person, entity or entities whatsoever without the prior written consent of DOES.

Outcomes

Organizations that are selected for this grant opportunity are responsible for the following outcomes:

- 1) Contact a minimum of 1,000 employees within the year.
- 2) Expand and diversify outreach by providing translation services for Latino and Asian/Pacific Islander communities during events.
- 3) Assist DOES OWH with providing support to other District agencies through strategic outreach. Grantees must have the capacity to give businesses a full training on the wage law requirements once they have received training from the Office of Wage-Hour.
- 4) Host at least 10 workshops to educate DC employees on their rights under two of the following laws:
 - Accrued Sick and Safe Leave Act
 - Wage Theft Prevention Act
 - Workplace Fraud Amendment Act

Training

Once the organization is selected for program participation, the grantee will be required to participate in an extensive training conducted by DOES OWH consisting of wage law education, operation parameters and orientation.

Timeline

Please submit a draft timeline of events, conferences, or meetings to be potentially held for employees and residents offsite and/or at your D.C. office.

Source of Grant Funding

The funds are made available through District of Columbia appropriations. Funding for grant awards is contingent upon availability of funds. This RFA does not commit DOES to make a grant award. DOES maintains the right to adjust the number of grant awards and grant award amounts based on funding availability. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the applicant's submission.

DOES may suspend or terminate an outstanding RFA, pursuant to its own grant-making policies or any applicable local or federal regulation or requirement.

Anticipated Number of Awards

DOES intends to grant at least two awards. DOES, however reserves the right to make additional awards or no awards pending availability of funds.

Total Amount of Funding to be Awarded

The total amount of funding available for this award is \$110,000. Please see chart below for details:

Grant Name	Maximum Grant Award
Public Education Program 3	\$55,000

The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA.

Period of Performance

The “Office of Wage-Hour Public Education Program” will operate from the date of award through 12 months thereafter. The Department of Employment Services reserves the sole right to exercise three option years beyond the original period of performance contingent upon the availability of funding and satisfactory performance by the grantee.

Location Requirements

For the purpose of this RFA, **all applicants must currently hold office space in the District of Columbia and be able to provide program services in the District of Columbia.** Each applicant must provide legal proof of ownership or occupancy of the site that will be used to host events.

Adequate proof of ownership or occupancy that may be submitted includes the following:

- Certificate of Occupancy issued by the Department of Consumer & Regulatory Affairs (DCRA) that shows the location has sufficient space to host the events proposed by the applicant;
- Building lease or rental agreement that is current and valid.

The applicant must submit written notice of any site changes within 24 hours of the proposed change. DOES must approve any site changes, prior to the proposed change.

Grant Making Authority

DOES maintains the right to issue grant awards via the “Workforce Job Development Grant-Making Authority Act of 2012.” DOES also maintains the right to adjust the number of grant awards and grant award amounts based on funding availability. Funding for the award is contingent on availability of funds. The following are the Department of Employment Services rights and responsibilities:

- The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency shall notify the applicant if it rejects that applicant's proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
- The Agency reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- The Agency shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- The Agency may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- The Agency may enter negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- The Agency may use past performance data in determining an award, if an applicant was awarded a previous grant within the agency.

Section B: General Provisions

Eligibility Information

The eligibility criteria are as follows:

1. The proposed grantee must be a D.C. based nonprofit who operates in the District and have substantial experience in the following areas:
 - a) Developing and launching new programs
 - b) Servicing vulnerable residents, neighborhoods, and wards
 - c) Outreach activities to District workers and communities
 - d) Supporting groups in outreach initiatives
 - e) Promoting Public Education
 - f) Managing grants and reporting (financial and programmatic)
 - g) At least three years' experience conducting group trainings, organizing public awareness campaigns, or representing employees
2. Possess at least 3 years' experience conducting group trainings, organizing public awareness campaigns, or representing employees in administrative or legal proceedings
3. Must have at least one employee with a minimum of 2 years of experience advocating for or representing workers' rights under District workplace laws for which administrative enforcement is conducted by DOES or under the Fair Labor Standards Act of 1938, approved June 25, 1938.
4. Be fiscally sound, and
5. Have adequate office and training space to accommodate potential community events and program needs.

Monitoring

Specific monitoring and progress report schedules will be established, agreed upon, and included in the Grant Agreement. DOES staff is responsible for monitoring and evaluating the program and may also make periodic scheduled and unscheduled visits to worksite and event locations.

During site visits, the Grantee is required to provide access to facilities, records, and staff, as deemed necessary by DOES for monitoring purposes. DOES monitoring may involve observation, interviews, and collection and review of reports, documents and data to determine the Grantee's level of compliance with federal and/or District requirements and to identify specifically whether the Grantee's operational, financial, and management systems and practices are adequate to account for grant funds in accordance with federal and/or District requirements.

Audits

The Grantee must maintain and provide documentation related to this program for three years after submission of the final payment. At any time before final payment and three years thereafter, DOES may have the Grantee's invoices, vouchers and statements of cost audited. Any payment may be reduced by amounts found by DOES not to constitute allowable costs as adjusted for prior overpayment or underpayment. If the District has made all payments to the Grantee and an overpayment is found, the Grantee shall reimburse the District for said overpayment within thirty days, after written notification.

The Grantee shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices, which sufficiently and properly reflect all revenues and expenditures of grant funds awarded by the District pursuant to this solicitation.

The Grantee shall grant reasonable access to DOES, the D.C. Auditor, any applicable federal department, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records (including computer records or electronic storage media) of the Grantee that are directly pertinent to charges to the program, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies. This right of access also includes timely and reasonable access to Grantees' personnel for the purpose of interviews and discussions related to such documents.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall, on the grounds of race, color, religion, national origin, sex, age, disability, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, matriculation, or political affiliation, be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

In accordance with DC Language Access Act, individuals shall be provided equal access and participation in public services, programs, and activities held in the District of Columbia if they cannot or have limited capacity to speak, read, or write English.

Other Applicable Laws

The Grantee shall comply with all applicable District and federal statutes and regulations as may be amended from time to time. These statutes and regulations include:

- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 5 U.S.C. § 7321 et seq.
- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.
- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code 2-219.01 et seq.
- Fiscal Year 2020 Budget Support Act of 2019, subtitle J

Section C: Application Format

Applicant Profile

Each application must include an Application Profile, which identifies the applicant type of organization, program service area and the amount of the funds requested.

Applicant Summary

Each application must include an Application Summary. This section of the application must summarize the major components of the application.

Program Narrative

The applicant must provide a full description of how the program will be carried out by responding to the application requirements in Section F. The three (3) main components of the program narrative are:

- Organizational Profile
- Employees and Resident Profile
- Program Description

Past Performance

Applicant shall provide any prior awarded contract or grant, evaluations and/or data that would highlight the organization's past performance and capability of successfully completing the stated program requirements.

All applicants must submit no more than three past performance forms – using the provided template, “Attachment A”. If the applicant has received a contract/grant from the Department of Employment Services within the past three years, you must submit at least one “Attachment A” from DOES.

If your organization has not completed any outside contracts or grants for similar work or is unable to provide three completed “Attachment A” forms, the most points an applicant can receive in this category is “12” out of 20 available points.

Budget Narrative/Itemized Budget

All applicants must submit an itemized budget and a budget narrative for all funds requested. The budget narrative should serve as an independent document that clearly outlines all proposed expenditures for the grant and does not count against the page limit outlined for the program narrative. For all applicants requesting capacity-building funds, this request should be submitted with a separate budget and budget narrative from the program-funding request. Both the capacity building and the program budget narratives must include timelines for expenditure of funds. For applicants that request capacity-building funds, applicants should note in their budget narrative their understanding that program-funding award is contingent upon DOES confirming completion of the capacity-building activities.

Budget narratives must detail how funds will be expended towards the program goals, as outlined in the program narrative. The budget section should also contain assurances that no funds received as a result of this grant will be used to supplant any formula funds dedicated towards the targeted population, administrative efforts, or other regularly occurring activities. All budget narratives must identify the average cost per target group – employees, and residents.

Section D: Program Narrative

Program Narrative

This section applies to each of the strategic categories and is where you clearly describe your proposed program in detail. Please ensure that you include each of the following:

Organization Profile

- State the mission of your organization.
- Describe the history of your organization (year founded and by whom) and its size (budget and staff). Describe the experience your organization and staff must deliver the proposed program.

Employees and Residents Profile

- Describe the number of employees and residents your organization will serve under this grant for the year.
- Describe how your programming is designed to provide quality service outlined within this RFA.
- Describe your experience working with the targeted population. Describe the anticipated challenges and the strategies to overcome them.

Program Description

- Identify and describe how your organization will deliver the desired service. (See Section A). Describe how your organization has historically provided programming or services.
- Describe how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will employees, and residents be engaged in throughout the program.

- Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the program, please describe how these sites will be acquired and utilized.
- Describe how your organization will partner with DOES to educate the business community and residential community.

Section E: Application Review and Scoring

Review Panel

A review panel will be composed of a minimum of three individuals who have been selected for their unique experience and expertise in workforce and business development, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each application using the Technical Rating Scale in Table 1 against the established Scoring Criteria in Table 2

Table 1: Technical Rating Scale

Technical Rating Scale		
Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements, (e.g., no demonstrated capacity); major deficiencies which are not correctable; Applicant did not address the factor
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable
3	Acceptable	Meets requirements; no deficiencies
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all, requirements; no deficiencies.

The technical rating is a weighting mechanism that will be applied to the point value for each scoring criterion to determine the applicant's score for each criterion. The applicant's total technical score will be determined by adding the applicant's score in each scoring criterion. For example, if a scoring criterion has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, and the District evaluates the applicant's response as "Good," then the score for that criterion is 4/5 of 40 or 32.

Scoring Criteria

The review panel will review all applications that pass an initial internal checklist of required application components. Responsive applications will be evaluated strictly in accordance with the requirements stated in this RFA.

Each reviewer will independently review and objectively score applications against the specific scoring criteria outlined in Table 2, based on a 100-point scale.

- Organization Profile 10 points
- Employees and Residents Profile 20 points
- Program Description 40 points
- Past Performance 15 points
- Budget and Budget Narrative 15 points

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	Organization Profile	10
	<ul style="list-style-type: none"> The extent to which the applicant has stated the mission of the organization. The extent to which the applicant has described the history of the organization (year founded and by whom) and its size (budget and staff). The extent to which the applicant has demonstrated that their staff is well equipped with the skills necessary to effectively deliver the proposed strategic category. The extent to which the applicant has demonstrated experience working with the targeted population. 	
2	Employees and Residents Profile	20
	<ul style="list-style-type: none"> The extent to which the applicant has described the number of employees and residents to be served under the grant. The extent to which the applicant has described how the proposed programming is designed to provide quality outreach, promoting public education and servicing vulnerable residents and neighborhoods. The extent to which the applicant has described its experience working with the target population, anticipated challenges, and strategies to overcome them. 	
3	Program Description	40
	<ul style="list-style-type: none"> The extent to which the applicant has described their proposed program and how they plan to partner with DOES to educate the community on wage laws. The extent to which the applicant has provided a description of proposed sites where program activities will be carried out. Applicants must specify if sites have been secured at the time of this proposal. The extent to which the applicant has provided a clear, detailed, timeline or schedule for the successful completion of the grant. 	
4	Past Performance	15
	<ul style="list-style-type: none"> The extent to which the applicant has provided data that highlights prior success in accomplishing the goals outlined in the RFA. The extent to which the applicant has provided prior program evaluations (attachment A) and other reviews/documents that highlight prior success in accomplishing the goals outlined in the RFA. 	
5	Budget and Budget Narrative	15
	<ul style="list-style-type: none"> The extent to which the applicant provides a clear explanation of how the budget amount is derived. The extent to which the applicant has allocated the funds (i.e., per group – employee's and residents) and provide a clear rationale for how each budget category will lead to the successful implementation of the grant. 	
TOTAL POINTS		100

Section F: Application Submission Information

How to Request an Application Package

- The application package is posted at: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
- Application package can also be found at www.does.dc.gov
- If the application package cannot be accessed at the above websites, then Applicants may request the application via email: ogagrants@dc.gov

Application Preparation

DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.

Submission Date and Time

Applications received after **5:00** p.m. est. on **February 14, 2020** **will not** be considered for funding.

Section G: Award Administration Information

Award Notices

Each applicant, whether successful or unsuccessful, will receive notification of the final decision on the application. Letters of notification or any other correspondence addressing selection for award do not provide authorization to begin the program.

Applicants who are selected for funding may be required to respond in a satisfactory manner to conditions that may be placed on the application before funding can proceed. DOES may enter negotiations with an applicant and adopt a firm funding amount or other revision of the application that may result from negotiations.

The Grant Agreement sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, and the total program period for which support is awarded. The Grant Agreement shall be signed by the DOES Director or designee. The Grant Agreement will be sent to the applicant's contact that is authorized to sign the Grant Agreement and reflects the only authorizing document. The Grant Agreement will be sent prior to the start date and a meeting between the Grantee and DOES will occur shortly after the Grant Agreement is fully executed. All awardees will be held to a minimum level of effort to effectively execute the grant and meet the designated goals and deliverables outlined in this RFA. More specifics on the "minimum level of effort" will be specified in the grant agreement.

Appeal

Non-Responsiveness Determination

In order to ensure a fair and equitable appeals process, all responsiveness determination appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to doesappeals@dc.gov with the subject heading "Appeal of Grant

Responsiveness Determination”. Appeals of the responsiveness determination must be received by the General Counsel within two business days of the responsiveness determination notice.

If an applicant communicates with program staff regarding an appeal of the responsiveness determination, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the responsiveness determination. The appeal process will consider the submitted application and the responsiveness determination. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

Grant Award Selection

In order to ensure a fair and equitable appeals process, all grant award selection appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to doesappeals@dc.gov with the subject heading “Appeal of Grant Award Selection”. Appeals of the grant award selection must be received by the General Counsel within two business days of the award selection notice.

If an applicant communicates with program staff regarding an appeal of the grant award selection, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the grant award selection. The appeal process will consider the submitted application and the grantees selected. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

Grantee Program Compliance

Prior to the start of the program, Grantees must successfully complete the following:

- DOES technical site visit inspection;
- DOES Supervisor Orientation;
- All DOES mandatory meetings.

Grantee Reporting and Deliverables

The required program deliverables for the target groups are described below and should be submitted in accordance with the timeline below.

Reporting

Reports Required	Frequency
Submit referrals for investigations	Weekly
Report summarizing events held, employees engaged, and referrals received.	Monthly
Notification of planned events, conferences, and sessions	Monthly
Collect and report data on encounters with limited or non-English proficient (LEP/NEP) individuals.	Quarterly

Deliverable(s)

1. Make contact with a minimum of 1,000 employees within the year.
2. Conduct workshops to at least 500 employees within the year.
3. Expand and diversify outreach by providing more translation services for Latino and Asian/Pacific Islander communities during events.
 - Provide oral interpretation services to LEP/NEP customers using telephonic interpretation, in-person interpretation or qualified/certified bilingual staff.
 - Translate vital documents into languages that meet the 3% or the 500 threshold for individuals served or likely to be served.
 - Provide Language Access Compliance training to all personnel using training provided or approved by the DC Office of Humans rights.
 - Certify in writing that language access compliance requirements will be satisfied.
4. Provide a minimum of 1,000 District employees with required notices and information regarding wage laws.
5. Assist DOES OWH with providing support to other District agencies through strategic outreach.
6. Attend conferences, meetings, and trainings as required.
7. Host at least 10 workshops for employees covering two or more of the following laws: 1) Accrued Sick and Safe Leave Act, 2) Wage Theft Prevention Amendment Act and 3) Workplace Fraud Amendment Act. Workshops must also be supervised or implemented by at least one person with at least two years' experience advocating for or representing workers' rights under District workplace laws.
 - The following information must be completed for each attendee:
 - Gender,
 - Racial or ethnic group,
 - Employment Status (full-time, part-time, unemployed,
 - Industry, and
 - Occupation

Note: The grantee may permit attendees to decline to answer individual questions but should record the attendee declined.

8. Final Report to include but not limited to the following information for each workshop held:
 - The date,
 - A summary of the workshop's content,
 - Total number of attendees,
 - The data collected from deliverable #7, and
 - A summary of the primary or most common workplace concerns in the District according to concerns or questions raised at the workshops.

All program reports and deliverables must be submitted per the schedule provided above and final program deliverables must be submitted to DOES no later than the end of the grant.

DOES will have sole ownership and control of all deliverables. The Grantee must receive written permission from DOES to use or distribute any product from this program, prior to the proposed use or distribution.

Program Launch

Before grantee can begin programming, they must receive official documentation from The Office of Grants Administration.

Grantee Payment

The total amount of the grant award shall not exceed the amount specified within the Grant Agreement. There are two (2) payment categories listed below each representing a specific percentage of the total grant amount:

PAYMENT #1 - Base Amount	PAYMENT #2 (Monthly Reimbursement)
25%	75%

PAYMENT #1 – Base Amount: Grantees that successfully complete the site visit/form, attend the mandatory pre-program training(s) and orientation will be eligible to submit an invoice for the base payment amount.

PAYMENT #2 – The remaining 75% of the grant award will be issued out on a monthly reimbursement basis until the end of the grant period. Each month's payout will be determined by the eligible expenses and documentation provided by the grantee.

Grant	Payment Requirement
Public Education Program	<ul style="list-style-type: none"> • Submission of all required reports • Submission of schedule of events and meetings • Invoice

If the Grantee does not comply with the Grant Agreement, applicable federal and District laws and regulations, then the Grant Agreement may be terminated, or the award amount reduced for under performance or non-performance at the discretion of the Grant Monitor and/or Grants Officer.

Anti-Deficiency Considerations

The Grantee must acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

Section H: Contacts

Anthony Gamblin

OGAGRANTS@DC.GOV

Section I: Additional Documents Required for Submission

The following documents are also required to be included in your grant submission. An application with the below required documents will be deemed non-responsive and will not be eligible for award.

Documents provided by DOES

- Statement of Certification
- Non-Closure Document
- Disclosure Document

Documents to be provided by applicant

- Current D.C. Business License
- IRS W-9 Form
- Proof of District Occupancy
- Insurance Certificate
- Staffing Plan
- Resumes for key and essential staff
- Organizational Chart

Section J: Reference Materials Attached

- Minimum Wage Poster
- ASSLA Poster
- DOES OWH – Living Wage Poster
- Building Services Act Poster
- Tip Portal Reporting Requirements
- Wage Theft Prevention Amendment Act of 2014
- Sustainable DC Omnibus Amendment Act of 2014
- Notice of Hire Template
- First Source Program Fact Sheet